



POSITION DESCRIPTION

Title: Special Assistant

Classification: Executive Officer 1

Classification Starting Salary: \$55,952

Position Type: Full-time

POSITION SUMMARY

This position is an appointed at-will position. It works closely with the Secretary of Agriculture in support of the mission of the Iowa Department of Agriculture and Land Stewardship.

PRIMARY RESPONSIBILITIES

- Staff the Secretary for most in-state travel activities including 99 County Tour stops, speaking engagements, board meetings, and other pertinent meetings. Compile notes at meeting and provide additional follow-up as necessary.
- Assist in the planning, coordination, and execution of the Secretary's annual 99 County Tour. Work closely with the Executive Assistant to identify sites to visit, plan outreach to sites and logistics of each visit, work with the Communications team to coordinate media interactions, earned media and social media content around each visit.
- Manage constituent outreach and official correspondence from the Secretary's office. Oversee and execute some of the external communications of the Department including constituent correspondence, stakeholder engagement, recognition, and social media management. Represent the Secretary, Deputy Secretary, and Department at meetings and events.
- Investigate, compile, research and provide analysis of issues impacting the Department and the agriculture community. Write, review, and edit material prepared on various topics for public policy consideration. Collect, compile, process, and manage various databases.
- Coordinate special projects, including ad hoc task forces on agricultural issues, grant programs, awards programs, volunteer activities, and special events.
- Assist other administrative team personnel on daily tasks and projects.
- Other duties as assigned.

QUALIFICATIONS AND SKILLS

- Strong attention to detail and organizational skills
- Strong verbal and written communication skills
- Ability to manage multiple projects at one time
- Excellent navigational skills and a valid driver's license
- Willing to work some nights and weekends